

**District Board of Trustees
Public Comment Card**

Fill in the blanks then print the card.



Palm Beach State College District Board of Trustees welcomes public comments during its regular monthly meetings. Any person or group wishing to make public comments must complete a “Public Comment Card”.

Date: _____ Agenda Item # (if applicable): _____

Name: _____

Address: _____ Phone: _____

Agenda item or topic to be discussed. (If written material is to be distributed, a copy of such must accompany the request.)

Organization or group represented, if any: _____

Procedures for making Public Comments are as follows:

- 1) Complete comment card including your name, address, telephone number and agenda item number (if appropriate).
- 2) Submit the completed card to the executive administrative assistant to the board (seated on the right side of the dais) following the Approval of the Board Agenda. Anyone wishing to speak must submit a completed card at this time. Comment cards will not be accepted at any other time of the meeting.
- 3) When your name is called, approach the podium with the microphone, and state your name and address for the record.
- 4) Comments are limited to three (3) minutes. This is the opportunity for persons wishing to make public comment regarding an agenda item to speak.

Any person(s) not adhering to the Board’s guidelines or who make comments which could be perceived as slanderous or disruptive may be barred from making future comments before the Board.